

# ADOA Data Center Equipment Pass



Governor Janice K Brewer

<b><u>Step 1</u> End User Information</b> <b>State Employee</b> <input type="checkbox"/> <b>Contractor</b> <input type="checkbox"/> <b>Vendor</b> <input type="checkbox"/>			
End User Name	Last	First	Current Badge
Agency/Division	Agency/Division Name (Or Company if Applicable)		
Phone # and Email	Phone Number -   -	Email Address	
<b>End User Responsibility Agreement Statement:</b> <ul style="list-style-type: none"> <li>I am responsible for all actions pertaining to the use and distribution of assigned equipment.</li> <li>I understand that security violation or any misuse of equipment must be immediately reported to ADOA Information Security at 602 542-2252.</li> </ul>			
Signature		Date	
End User Signature _____			
<b><u>Step 2</u> Equipment Information</b> <b>Equipment Type</b> Laptop    On Going <input type="checkbox"/> Permanent Transfer In <input type="checkbox"/> Out <input type="checkbox"/>			
Serial Number	Manufacturer		Model
	<div style="text-align: center;">             .....           </div>		
<b><u>Step 3</u> Manager/Supervisor Information</b>			
Name and Phone #	Last	First	Phone Number -   -
Signature		Date	
Manager/Supervisor Authorizing Signature _____			
AIS Name and Phone #	Last	First	Phone Number -   -
AIS Authorizing Signature	Signature		Date
	_____		_____

## Additional Equipment

<b>Step 3 continued Additional Equipment Information (if needed)</b>			
<b>Serial Number</b>	<b>Manufacturer</b>	<b>Model</b>	
	<b>Blank</b>		
	<b>Blank</b>		
	<b>Blank</b>		
	<b>Blank</b>		
	<b>Blank</b>		
	<b>Blank</b>		
	<b>Blank</b>		
	<b>Blank</b>		
<b>Step 4 continued</b> <b>AIS Name and Phone #</b>	<b>Last</b>	<b>First</b>	<b>Phone Number</b> - -
<b>Signature</b>		<b>Date</b>	
<b>Authorizing AIS Signature</b>			